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ABSTRACT

This brochure is an updating of "Occupations in the Field of Library Science," published in 1966. The 1973 edition contains significant, up-to-date information, reflecting the rapid developments which have taken place in the field of library science since 1966. Included in this edition are revised occupational and training requirements and an overview of the current directions career opportunities in library science have taken. Occupational descriptions are provided for librarians of different fields, such as academic, medical, school and public librarianship, and for library personnel of different levels, i.e., library director, cataloger, page and technical assistant. Each job description includes duties performed, education, training and experience needed, and desirable worker traits. Appendixes provide the definitions of worker traits developed by the U.S. Employment Service, addresses of library associations, and a list of the graduate schools of library science which are accredited by the American Library Association. This publication will be useful to counselors and placement personnel in the U.S. Employment Service, local library systems, library associations, high schools, colleges, and graduate schools, in their counseling, job guidance, and personnel activities. (Author/SL)

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IR

Occupations in Library Science

U. S. Department of Labor

Manpower Administration

ED 087404

Occupations in Library Science

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U. S. Department of Labor
Peter J. Brennan, Secretary
Manpower Administration
U.S. Employment Service

1973

SPECIAL NOTE

The occupational descriptions contained in this volume have been compiled from a number of different sources and therefore describe the individual occupations in a generalized composite form. Consequently, no description can be expected to coincide exactly with any specific job in a particular establishment or in a particular locality. To be of greater usefulness, the descriptions should be supplemented by local information concerning the specific jobs in the community.

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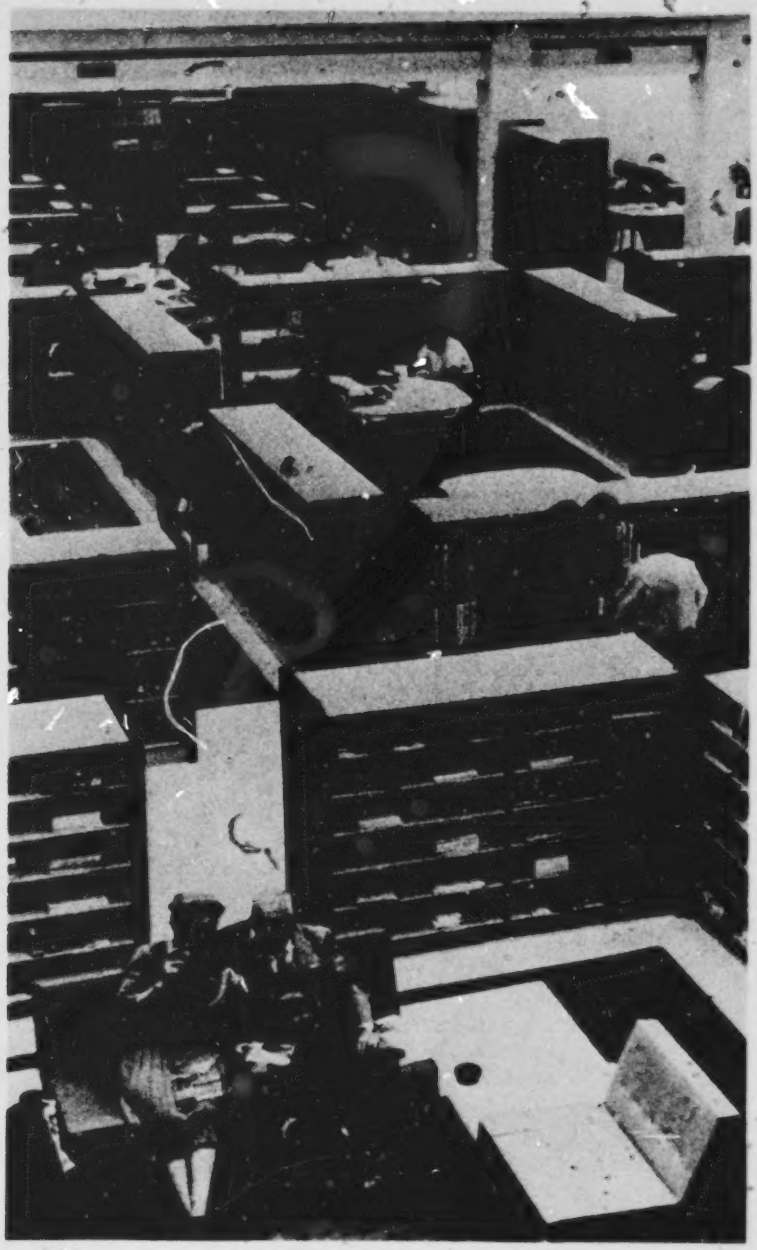

LIBRARIES SERVE PATRONS OF ALL AGES
Courtesy of Glasheen Graphics, La Jolla, Calif.

PREFACE

This brochure is an updating of *Occupations in the Field of Library Science*, published in 1966. It was developed in the U.S. Employment Service under the leadership of Robert J. Brown, Associate Manpower Administrator for the Employment Service.

The 1973 edition contains significant, up-to-date information, reflecting the rapid developments which have taken place in the field of library science since 1966. Included in this edition are revised occupational and training requirements and an overview of the current directions career opportunities in library science have taken.

This publication will be useful to counselors and placement personnel in the U.S. Employment Service, local library systems, library associations, high schools, colleges, and graduate schools, in their counseling, job guidance, and personnel activities.

Materials for the revision were developed by Howard McNeely, under the supervision of Jack L. Eubanks, in the Occupational Analysis Field Center of the California Department of Human Resources Development, Kenneth J. Bohn, Field Center Supervisor.

The document was developed for national publication by Jules Spector, in the Division of Occupational Analysis of the U.S. Employment Service, Leon Lewis, Division Chief.

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The Jewish Community Library, Los Angeles; the Los Angeles Board of Education; Los Angeles City College; the Los Angeles County Medical Association Library; the Los Angeles County Museum of Art; the Los Angeles County Public Library System; Los Angeles Trade Technical College; the Niagara Library System, Niagara Falls, N.Y.; Prince George's County Memorial Library, Hyattsville, Md.; the University of California at Los Angeles; and the University of Southern California.

Particular appreciation is extended to personnel of the American Library Association; the City of Los Angeles Public Library; and the University of Southern California, School of Library Science, for their extensive assistance.

Photographs for this publication were selected from a collection assembled by Mrs. Vanya Oakes, reference and young adult librarian, Los Angeles Public Library System.

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AN OVERVIEW OF THE FIELD

DEMAND AND OPPORTUNITY FOR LIBRARIANS

With the information explosion and the consequent growth of libraries has come increased demand for librarians. In 1970 an estimated 125,000 professional librarians were employed in the United States, up sharply from 1960, when 55,000 to 60,000 were reported to be employed.

With a healthy economy and effective financial support from the public and private sectors, libraries will be able to enjoy growth corresponding to need, and diversified opportunities will develop. Positions will become available in college and university libraries, particularly in research, subject specialties, and some languages. Outreach programs in the library field will provide many opportunities for librarians interested in social service involvement. Information science specialties will be increasingly needed, as libraries continue to automate procedures and as more sophisticated documentation and information storage and retrieval systems are developed. Special libraries will require librarians with scientific, technical, and language backgrounds. With increased recognition of the value of library work in the young adult and children's fields will come increased need for personnel in those areas. School librarians who are specialists in the technology of instruction will be sought.

Libraries, librarians, and library schools are concerned with efforts to preserve ethnic and minority culture, history, and language and are active in efforts to recruit minority group candidates to the library science field. Librarians with an appreciation of, and familiarity with, Black, Indian, Mexican, and Puerto Rican cultural heritages are needed to take the lead in building practical and scholarly collections in these fields. Libraries need librarians with ability to speak Spanish in order to serve Spanish-speaking people and the general public. Scholarships, fellowships, and other forms of financial aid are being specifically developed to interest qualified applicants.

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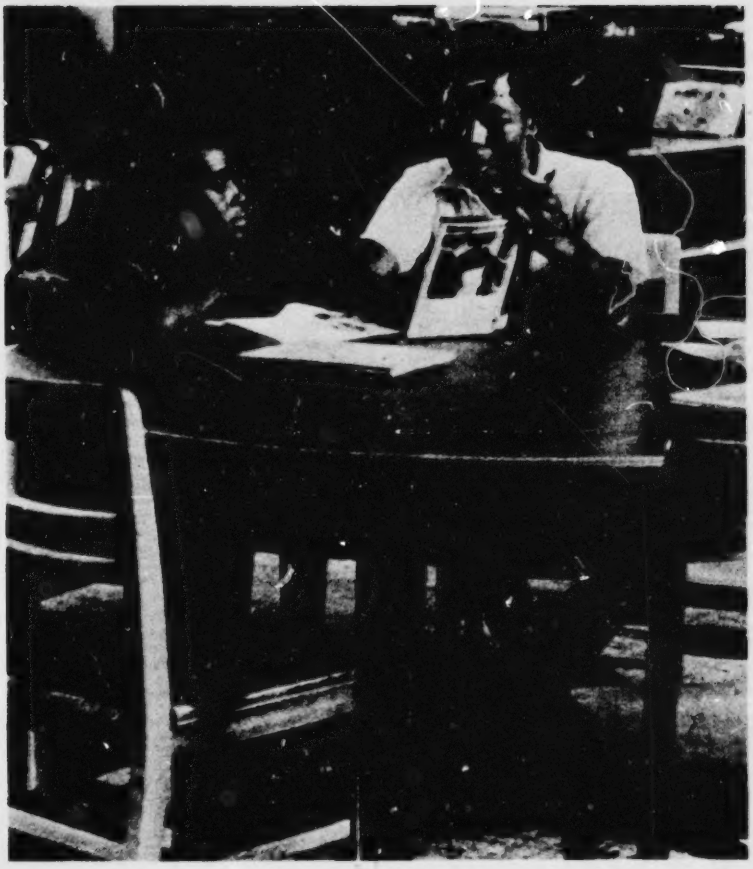


LIBRARY SERVICE TO YOUNG READERS
Courtesy of Carolyn Kinet, Brooklyn Public Library

TYPES OF LIBRARIES

Public Libraries

The public library in the United States today is tax supported and provides direct service to all members of the community. Informational, educational, and recreational materials are available, with special programs for children, young adults, senior citizens, and adult education groups. The library personnel must be knowledgeable about the books

and other materials in the library or collections and the psychology and needs of the particular groups served.

School Libraries

The school library is established by the educational governing body, usually the Board of Education, in a school community to provide books and other educational materials to the children and faculties in elementary and secondary schools. The librarian in a school library is usually required to have background in educational theory as well as prescribed library training.

College and University Libraries

The college or university library is established to serve as an instructional arm of a college or university. Research materials are stressed, and library personnel must be well trained in research methods and library usage. In larger universities there may be many libraries, each serving a particular college or department.

Special Libraries

The field of special librarianship is widely diversified. In general, there are two types of special libraries: (1) The special organization library, serving all informational needs of an organization such as a corporation or government agency, in which both the staff and clientele are employees of the same organization; and (2) the special subject library, which may be a semipublic, independent, departmental, or branch library, serving students, professional groups, or members. The special librarian must often be a specialist in a particular field of information. He must be aware of current publications and research and be able to assemble, organize, and maintain this information so that it may be of greatest use to the library's clientele.

ABOUT THE WORK AND THE FIELD

Becoming a librarian does not demand one particular type of personality, just as it does not demand a particular subject matter background. Although many library positions call for people with outgoing personalities, some specialties are well suited to those who are not strongly people oriented. It should also be recognized that librarianship is a fluid field—once a reference librarian, not necessarily always one. The field allows

much flexibility. Those who seek variety in their work usually have ample opportunity for a range of experience. The number of areas of specialization is greater now than at any time in the past. And, contrary to popular impression, most librarians do not find their work at all sedentary; the work of most competent professional librarians commonly involves physical as well as mental activity.

The American Library Association is the largest and oldest of many library organizations. The Association has 14 divisions, each concerned with a particular type of library or activity. (See the Selected List of Library Associations and Organizations in this publication.) Major concerns of the divisions include initiating projects to improve and extend all forms of library service and improving the professional status of librarians. State library associations are also actively working toward these objectives. At the local level guilds have been formed in many areas, some independent and some affiliated with labor unions. Current emphasis at all levels is increasingly on giving the individual professional an independent voice in running his institution.

THE LIBRARY IN TRANSITION

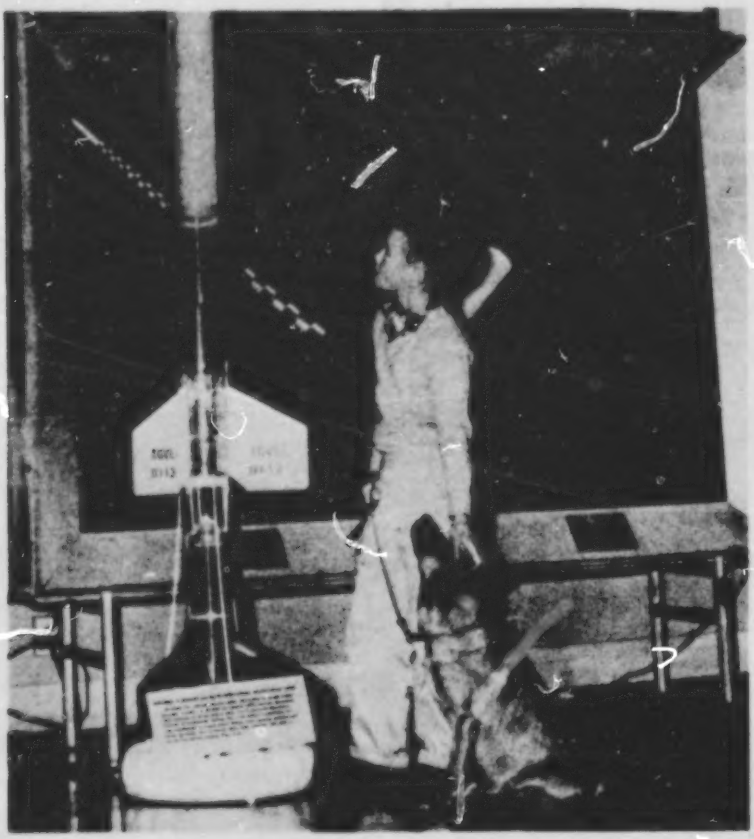
Outreach, technology, cooperation, consolidation—each expresses a concept that is relatively new, or changing radically to affect virtually all libraries of all kinds in the Nation. Most library collections are, of course, book oriented and probably always will be. Books are unique and irreplaceable; they have survived the assaults of critics and the inventions of technologists. Generation after generation of children have discovered libraries (and therefore books) as sources of unlimited entertainment, have gone on to use libraries for study, and as adults have used them for recreation and in business. And yet books and other printed materials are only one aspect of the modern library; films, records, tapes, and the equipment with which to use them are now common to most libraries. The use of microforms (microfilm, microprints, microfiche, microcards) in libraries has increased greatly in recent years, particularly for handling journals, serials, periodicals, documents, and newspapers. Compact storage, ease and speed of access, and availability of printed paper copies are among the reasons for increased utilization. Increasingly, libraries will become media centers, offering communcation in many forms.

Outreach

Active and successful outreach, as an operational goal of public libraries, means involvement. Libraries, and the librarians who serve within them,

are rejecting the concept of the library as merely a depository for books. Until the late 1960's many libraries were content, as firmly established features of community life, to exist solely for those who sought them out. Their patrons were, of course, middle-income people, educated to library use. To the culturally and economically disadvantaged, the library was unfamiliar ground, establishment territory, somewhat frightening, and not for them. Naturally, they stayed away.

Today's library must work to serve all its potential users. It must touch the pulse of the community it serves; it must know the educational and economic levels—and the interests—of its people. Its collections and programs must then reflect these levels and interests if the library is to



SPECIAL EXHIBIT AT A PUBLIC LIBRARY

generate and maintain broad patronage. To determine need, and how to go about filling it, librarians must go outside the library; outreach is particularly vital in community and branch libraries and in work with children and young adults. An active program of public relations and information dissemination must be developed in order to reach the people who are the reason for the library's existence.

Technology and the Library

Approximately 50 percent of all scholarly material available today has been produced in the last 15 years. Within the first 60 seconds after a library opens its doors in the morning, 2,000 printed pages will have been published throughout the world. This information explosion, together with the education and population explosions, has imposed stiff new demands on libraries. Industry, unable to cope with the flood of print, is working on numerous systems for documentation and information retrieval. Already operational on an experimental basis is an online computer system for total library management, with which the patron can search the library files and the librarian can order, receive, catalog, and lend books. In the meantime, less sophisticated computer operations, particularly patron registration, circulation, book ordering, and cataloging systems, are becoming commonplace in libraries. Librarians look to a day when mechanical equipment will be able to solve the critical storage problem; analyze, search for, and retrieve information requested by patrons; and produce printed bibliographies, taking into account the patron's age, educational and reading levels, and interests.

Special libraries will continue to lead in automated library development because of the relative ease of computerizing a narrow segment of knowledge and the high cost of developing and implementing systems for libraries with more varied collections.

Cooperation and Consolidation

Cooperation between libraries—public, special, and educational—and consolidation of public library systems are making possible maximum use of available materials and giving users better service. Examples of innovative developments in cooperation include a teletype network that provides quick reference assistance, utilizing the resources of many libraries, and a centralized clearinghouse that disseminates information about the available resources of many libraries.

EDUCATION FOR THE LIBRARIAN

Entrance requirements of graduate schools of library science commonly include: (1) Graduation from an accredited 4-year college or univer-

LIBRARIAN AT REMOTE TERMINAL IN AUTOMATED LIBRARY

sity, (2) a good undergraduate record and/or a graduate record examination, (3) an interview with the library school dean, (4) a reading knowledge of one foreign language, and (5) good health. The last requirement does not eliminate persons with physical handicaps; opportunities for them are available in librarianship. (For further information on the education, training, and experience requirements of various library occupations, see the individual job descriptions that follow.)

Librarianship is one of few professions which does not require an undergraduate major directly related to the profession. Librarians come from all undergraduate majors, and nearly all undergraduate backgrounds can be of value to libraries. Subject specialists are increasingly in demand in special libraries and in large public and academic libraries.

Reading knowledge of foreign languages can be of value to the generalist and, in particular, to the specialist. Many positions in specialized cataloging, reference, sciences and engineering, research, foreign studies, music, art, and numerous other areas demand foreign language knowledge or fluency.

Academic preparation for librarianship is changing; internship in libraries is expected to become much more common as part of the preparation

for professional library work. Another change is the extension of certain master's programs from 1 to 2 years. In addition, many schools have established a sixth-year specialist program, offering 1 year of specialized training beyond the 1-year master of library science degree. This program differs from the 2-year master's degree programs in that it offers preparation for a particular kind of professional activity, rather than a general advanced curriculum. Information science, encompassing the origination, collection, organization, interpretation, storage, retrieval, and dissemination of information, has been recognized as an integral part of librarianship during the 1960's and 1970's. Library educators are learning how to bring this new area into library education, in order to prepare the new generation of librarians for the dramatic changes being made in their field. A number of schools have combined information science and library science departments.

No local, regional, or national standards exist for the professional education, hiring requirements, or job performance of library personnel. The individual library system, or individual library if other than a public library, determines its own requirements and policies, sometimes guided by State and municipal regulations governing certification of professional library personnel. Fifty-one graduate library school programs in the United States are accredited by the American Library Association. Many excellent nonaccredited programs for the master's degree in library science are also offered throughout the country. However, the student who is interested in a particular library, locality, or system is advised to research its educational hiring requirements for librarians before taking training. The same advice applies to requirements for semiprofessional positions; for example, the library technical assistant classification may or may not require education in library science and may or may not require previous library clerical experience.

Financial assistance for library students is offered by library associations, library agencies, and educational institutions. Assistance is available in the form of fellowships, scholarships, grants-in-aid, loans, awards, and teaching and research assistantships. Information on such assistance is available from scholarship directories (available in libraries), library schools, and the American Library Association's Library Education Division.

OCCUPATIONAL DESCRIPTIONS: ARRANGEMENT AND CONTENT

The occupational descriptions are arranged alphabetically according to their titles. In general, the title that appears at the head of each description reflects common usage. Below this title is the code number which identifies the job within the classification structure of the third edition of the *Dictionary of Occupational Titles*.[1] Additional or alternate titles by which the occupation is also known appear in small letters immediately above most descriptions.

The narrative portion of each occupational description is arranged as follows:

Occupational Description.— This section briefly describes the duties involved in a particular occupation. It provides an understanding of the tasks performed and the skills and knowledges necessary to perform them.

ACADEMIC LIBRARIAN, BOOKMOBILE LIBRARIAN, CHILDREN'S LIBRARIAN, INSTITUTIONAL LIBRARIAN, SCHOOL LIBRARIAN, and YOUNG ADULT LIBRARIAN are specializations of LIBRARIAN and share many of the same basic duties. The occupational description of LIBRARIAN should therefore be consulted when reading descriptions of the specializations.

Education, Training, and Experience.—This section provides an indication of the amount of education and the level of training and experience usually required for employment in the occupation. As previously mentioned, some variations exist among employers as to required education, training, and experience.

[1] Published in 1965 by the Manpower Administration of the U.S. Department of Labor.

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Worker Traits.— This section identifies those abilities, personal traits, and individual characteristics which the worker must possess in order to perform successfully the duties of the particular job. A listing and definition of each component and its factors are contained in the section on Definitions of Worker Traits, which follows the Occupational Descriptions. Those interested in a detailed explanation of worker traits can refer to the explanation beginning on page 651 of the *Dictionary of Occupational Titles*, volume II.

MEET THE AUTHOR PROGRAM IN A CHILDREN'S DEPARTMENT

OCCUPATIONAL DESCRIPTIONS

ACADEMIC LIBRARIAN

(library) 100.168-005

college librarian; university librarian

OCCUPATIONAL DESCRIPTION

Maintains and administers a college or university collection of books, periodicals, documents, films, recordings, and other materials and assists patrons to locate and obtain materials and information: Searches materials and verifies information for teaching faculty on request. Instructs individuals in use of card catalog, compilation and use of bibliographies, methods of research, and use of reference materials. May conduct orientation classes to teach students the use of library resources and materials. May individually, or as member of a team, compile bibliographies and papers for publication. May select materials in cooperation with teaching faculty. May be a subject specialist with responsibility for a research collection or a subject area of the general library. Degree of specialization depends on the size of college or library. (This job is a specialization of LIBRARIAN and shares many of the same basic duties. Consult the description of LIBRARIAN in this publication.)

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. May require additional graduate degrees in librarianship or a pertinent subject field. May require foreign languages. Some positions require 2 to 5 years' professional experience.

WORKER TRAITS

Aptitudes

Verbal aptitude required to assist patrons to obtain materials and instruct them in the use of materials. Also needed to perform such tasks as bibliography compilation and literature searches.
Clerical perception required to verify and compile information and to use library tools and materials, such as card catalogs and bibliographies.

Interests

Interest in dealing with people and the communication of ideas.
A preference for activities of an organized nature.

Temperaments

Adjustment to performing a variety of duties and adaptability to dealing with people beyond giving instructions and to making decisions and judgmental evaluations.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

ACQUISITIONS LIBRARIAN

(library) 100.288-010

OCCUPATIONAL DESCRIPTION

Directs technical processes connected with purchase of books, periodicals, and other library materials and may select or participate in selection of materials: If involved in selection, reviews publishers' catalogs and announcements and compiles lists of publications to be purchased or recommended for purchase. Compares selections with card catalog and orders in process to avoid duplication or supervises workers who per-

form this work. Selects vendors on the basis of such factors as discount allowances and delivery dates. Compiles statistics on purchases, prepares necessary reports, and may maintain book budget records and receipt records for book and money gifts. Supervises clerical personnel concerned with the clerical aspects of ordering and receiving library materials. May recommend acquisition of materials from individuals or organizations or exchange with other libraries. In academic situations may work in cooperation with teaching faculty to select materials. May circulate selection lists to branches and/or departments for comment.

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science, with emphasis on publishing and bibliography. One or more foreign languages frequently required. May require similar experience, with demonstrated organizational and supervisory ability.

WORKER TRAITS

Aptitudes

Verbal aptitude required to supervise workers and to deal with vendors and professional library staff.
Numerical aptitude necessary to prepare reports, compile statistics, and maintain budget records.
Clerical perception needed to compile information, prepare reports, and review the work of others.

Interests

A preference for activities involving business contact with people and for activities of a concrete, organized nature.

Temperaments

Adjustment to situations involving a variety of duties and adaptability to assuming responsibility for the direction, control, and plannng of an entire activity.

Physical Demands and Environmental Conditions

The work is sedentary, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

AUDIOVISUAL LIBRARIAN

(library) 100.168-022

film librarian; film-and-record librarian; media specialist

OCCUPATIONAL DESCRIPTION

Plans audiovisual programs and administers library of film and other audiovisual materials: Talks with patrons and assists them in the selection of materials, utilizing knowledge of collections. Advises other librarians on audiovisual materials and appropriate selection for particular needs and uses. Establishes and maintains contact with major film distributors and resources for procurement of tapes and cassettes. Evaluates materials, considering their technical, informational, and esthetic qualities, and selects materials for library collections. Prepares brief summaries of acquisitions for catalog. Prepares and arranges audiovisual programs for presentation to groups and may lead discussions after film showings. Advises those planning audiovisual programs on technical problems, such as acoustics and lighting, and on program content. Evaluates audiovisual equipment and gives advice in the selection of equipment, considering factors such as intended use, quality, and price. May advise in the planning and layou. of physical facilities for audiovisual services. May operate film projectors, splicers, rewinders, film inspection equipment, and tape and record playing equipment. May train subordinate personnel in the operation and maintenance of audiovisual equipment. May be responsible for the selection, procurement, and maintenance of framed art prints collection.

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science, with specialization in audiovisual materials and techniques. Additional training is on the job.

WORKER TRAITS

Aptitudes

Verbal aptitude required to train personnel, advise and assist patrons, and confer with professional staff.
Form perception required to evaluate materials for aspects of technical quality.

Clerical perception necessary to perform activities such as procurement and cataloging of materials.

Interests

A preference for activities of an organized nature and activities concerned with people and the communication of ideas.

Temperaments

Adaptability to situations involving the direction, control, and planning of an entire activity, or the activities of others, and to situations involving dealing with people beyond giving instructions.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

BOOKMOBILE DRIVER

(library) 109.368-010

OCCUPATIONAL DESCRIPTION

Drives bookmobile or light truck to pull book trailer and assists in providing library services in mobile library: Drives vehicle to specified locations on predetermined schedule. Places books and periodicals on shelves according to such groupings as subject matter and readers' age group or reading level. Stamps dates on library cards, files cards, and collects fines. Compiles reports of mileage, number of books issued, and amount of fines collected. Drives vehicle to garage for repairs and preventive maintenance. Photographs library cards using microfilm camera.

EDUCATION, TRAINING, AND EXPERIENCE

Usually high school graduation. Training is on the job, usually for 2 or 3 months. Some library clerical experience is desirable.

WORKER TRAITS

Aptitudes

Verbal aptitude needed to perform assigned library routine, to assist the LIBRARIAN, and to deal with patrons.
Clerical perception required to compile reports and to perform assigned clerical tasks.
Motor coordination required to drive bookmobile.

Interests

A preference for activities of a routine, concrete, organized nature.

Temperaments

Adaptability to situations characterized by variety and change and to working under specific instructions.

BOOKMOBILE ACTIVITY

Physical Demands and Environmental Conditions

The work is light, is performed both indoors and outdoors, and requires reaching and handling, talking and hearing, and seeing.

BOOKMOBILE LIBRARIAN

(library) 100.168-010

OCCUPATIONAL DESCRIPTION

Provides library services to given geographical areas which are serviced only by a mobile unit: Surveys community needs and interests and selects books and other materials for library. Publicizes visits to area to stimulate use of library facilities. Provides readers' advisory and reference services to patrons served by bookmobile. Supervises and trains assistant (usually BOOKMOBILE DRIVER) in library routine. May supervise LIBRARY TECHNICAL ASSISTANT and/or LIBRARY CLERK. May conduct story hours for children, arrange displays, and give book talks. May prepare special collections or programs for schools or other groups and may assist community groups in the planning of programs. May arrange bookmobile schedule. May drive a bookmobile. (This job is a specialization of LIBRARIAN and shares many of the same basic duties. Consult the description of LIBRARIAN in this publication.)

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. Experience in a general library is usually required, with record of successful supervision of staff. Some on-the-job training is involved.

WORKER TRAITS

Aptitudes

Verbal aptitude needed for activities such as consulting with patrons and community relations.
Numerical aptitude needed to perform arithmetic computations and to prepare necessary reports and records.

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Clerical perception necessary to maintain library materials, to keep records, and to conduct library routine.

Interests

A preference for activities of an organized nature, for activities concerned with people and the communication of ideas, and for working for the presumed good of people.

Temperaments

Adaptability to performing a variety of duties and to situations requiring judgmental evaluations.

Physical Demands and Environmental Conditions

The work is light, is performed both indoors and outdoors, and requires reaching and handling, talking and hearing, and seeing.

CATALOGER

(library) 100.388-010

cataloger–classifier; descriptive cataloger; subject cataloger; catalog librarian; classifier

OCCUPATIONAL DESCRIPTION

Classifies library materials, such as books, films, periodicals, recordings, maps, and serials, according to subject matter and compiles catalog cards to identify materials and integrate information into library catalog: Reviews materials to be classified and cataloged, using wide knowledge of subjects, vocabulary, and historical and current events. Searches information sources, such as book reviews, encyclopedias, and technical publications, to locate more subject information to assist in classifying. Selects and assigns classification numbers and descriptive headings according to Dewey Decimal, Library of Congress, or other library classification system. Composes annotations (explanatory summaries) of material content. Compiles cataloging information, including title, author, classification number, publishing data, and bibliographic and other in-

formation for clerical preparation of catalog cards. Insures that related activities, such as tabulating number of cards and requisitioning additional cards, are performed. Usually supervises workers who copy classification numbers into library materials and file catalog cards.

In smaller libraries may, in addition, perform many of the duties listed under LIBRARIAN. In larger or specialized libraries catalogers may specialize in particular materials, such as journals or foreign language publications. May supervise staff, including LIBRARY TECHNICAL ASSISTANT and LIBRARY CLERKS. (The CATALOGER usually does only original classifying and cataloging—on materials not previously classified by the Library of Congress or other major contributor to *National Union Catalog*. Cataloging-classifying which consists of editing Library of Congress or similar copy is usually performed by semi-professional or senior clerical personnel.) Descriptive cataloging and classifying may be separate functions in some libraries.

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. Further training is on the job and may last from 1 to 4 years, depending on the nature of assignment. Some jobs may require languages in addition to English.

WORKER TRAITS

Aptitudes

Verbal aptitude and clerical perception needed to catalog and classify library materials.

Interests

A preference for activities of concrete and organized nature and for situations that are primarily nonsocial in nature.

Temperaments

Adaptability to situations involving repetitive work that is carried on according to set procedures and sequences and to situations involving the control and planning of an entire activity.

Physical Demands and Environmental Conditions

The work is sedentary, is performed indoors, and requires reaching and handling and seeing.

CHIEF LIBRARIAN, BRANCH OR DEPARTMENT

(library) 100.168-014

branch librarian; department librarian; principal librarian; senior librarian; supervising librarian

OCCUPATIONAL DESCRIPTION

Schedules, supervises, and trains branch or department library staff and coordinates all services and activities: Consults with staff and examines book reviews, publishers' catalogs, and other information sources to recommend material purchases. Supervises staff and directs the arrangement of materials on shelves or in files, according to classification codes, titles, or authors' names. Directs selection of special materials, such as newspaper clippings and pictures, to maintain special collections. Searches catalog files, biographical dictionaries, and indexes and examines content of reference materials to assist clients in locating and/or selecting materials. Interviews and selects personnel for branch or department. In public library situations surveys community needs through participation in meetings of civic and community organizations and through discussion with patrons. May handle or direct publicity and public relations for the branch or department. May compile lists of library materials and recommend materials to individuals or groups. May assemble and arrange materials for display. May prepare replies to mail requests for assistance or information. In larger departments or branches may have primarily administrative responsibilities. May be designated according to type of library, as Chief Librarian, Branch, or according to department, as Chief Librarian, Art Department, or Chief Librarian, Reference Department.

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. Experience requirement may consist of 2 to 6 years' service in various professional positions in a library system. Experience must reflect proven ability to supervise others. In public library systems the passing of a promotional examination is a common requirement.

WORKER TRAITS

Aptitudes

Verbal aptitude needed to train and supervise personnel, to perform public relations duties, and to deal with the public.
Clerical perception required to review the work of others and to conduct branch or department business routine.

Interests

A preference for activities of an organized nature, involving business contact with people.
A preference for activities dealing with people and the communication of ideas and activities resulting in esteem or recognition.

Temperaments

Adaptability to situations involving a variety of duties and dealing with people in actual job duties beyond giving instructions.
Adaptability to situations involving the direction, control, and planning of an entire activity, or the activities of others, and to making sensory or judgmental evaluations.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

CHILDREN'S LIBRARIAN

(library) 100.168-018

OCCUPATIONAL DESCRIPTION

Assists children and adults in selecting and locating library materials for children and organizes and conducts activities for children: Confers with teachers, parents, and community groups to relate library services to the concerns of adults working with children. Surveys community

RAPT ATTENTION IN A CHILDREN'S DEPARTMENT
Courtesy of Honolulu Star-Bulletin

to determine school enrollment figures and school library facilities for budget projection, program planning, and material selection. Provides readers' advisory service to children and interprets their wants through discussion. Attempts to motivate children to want to read and to enjoy library visits by organizing such activities as story hours, book fairs, reading clubs, puppet shows, creative dramatics, summer reading programs, and film showings. Visits schools and gives book talks in classrooms. Attends teachers' meetings and writes news releases to publicize library activities.

Reads, reviews, and evaluates children's books; previews and evaluates films to select materials for purchase; or otherwise participates in the selection of new materials. Reads professional media to keep advised on developments in field of children's librarianship. Periodically reevaluates materials in collection to update and revise collection. Inventories book replacement needs and orders new books as needed. Prepares reports of children's services as required. May present book talks and story hours on educational television and radio programs. May operate audio-visual equipment, such as slides and film projectors. May supervise volunteer workers. (This job is a specialization of LIBRARIAN and shares many of the same basic duties. Consult the description of LIBRARIAN in this publication.)

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science and study of juvenile literature. Additional training is on the job, including time necessary to gain extensive knowledge of collection.

WORKER TRAITS

Aptitudes

Verbal aptitude required to communicate with children, parents, teachers, and library staff.
Clerical perception needed to conduct or direct department business and clerical routine.

Interests

A preference for activities of an organized nature and for dealing with people and the communication of ideas.
A preference for working for the presumed good of people.

Temperaments

Adaptability to performing a variety of duties and to dealing with people beyond giving and receiving instructions.

Physical Demands and Environmental Conditions

The work is light, is performed indoors (except for special activities), and requires reaching and handling, talking and hearing, and seeing.

DOCUMENTS LIBRARIAN

(library) 100.168-021

OCCUPATIONAL DESCRIPTION

Organizes, maintains, and develops the government documents collection or a section of that collection: Selects documents for a representative research collection on a geographical and political basis. Acts as a consultant to library staff and/or faculty on the acquisition of documents. Surveys appropriate lists, bibliographies, and catalogs of government agencies and other organizations for significant documents to be added to the collection. Acquires documentary material by direct correspondence with the issuing agency, personal contacts with government officials, foreign faculty members, and librarians, or by arranging for acquisition by purchase or exchange. Develops and directs the system of recording, housing, and claiming of documents. Establishes difficult entries and performs other highly specialized cataloging. Assists patrons in locating information in government publications, utilizing working knowledge of the administrative structure and publishing output of governments, States, agencies, and international organizations. Directs patrons in the use of bibliographic aids and indexes. Supervises clerical and semiprofessional personnel who work with government documents. (The level of this position will vary with the size and comprehensiveness of the collection. Often several librarians will work in a documents department, and each will have special responsibilities, e.g., for foreign and international documents, for U.S. documents, or for city, county, and/or State documents. Frequently, in smaller libraries, documents will be a function of a reference department.)

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science; undergraduate degree in social sciences preferred. Knowledge of one or more foreign languages is essential. Several years of library professional experience is required, either in public services or technical processing, since both are involved in this work. Evidence of supervisory ability is essential.

WORKER TRAITS

Aptitudes

Verbal aptitude necessary to assist patrons, supervise staff, and organize and conduct the activities of the department or branch.

Clerical perception necessary for the selection, processing, and handling of materials.

Interests

A preference for activities of a concrete and organized nature and for activities dealing with people and the communication of ideas.

Temperaments

Adaptability to accepting responsibility for the direction, control, and planning of an entire activity.
Adaptability to performing a variety of duties and to making decisions and judgmental evaluations.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

INSTITUTIONAL LIBRARIAN

(library) 100.168-038

hospital librarian; prison librarian; patients' librarian

OCCUPATIONAL DESCRIPTION

Provides library services to inmates, patients, employees, and other patrons in institutions such as hospitals, health care facilities, and correctional and rehabilitation facilities. Analyzes reading needs of patrons and furnishes readers' advisory service on basis of reading, knowledge of current reviews, and bibliographies. Reviews requests and selects books or other library materials for ward trips, according to mental state, educational background, and special needs of patients. Writes book reviews for institution bulletin or newspaper and circulates reviews among library users. Provides handicapped or bedridden patrons with reading aids, such as prism glasses, automatic page turners, ceiling projectors, and book stands, and with large-print or talking books and phonograph records. May provide reference and bibliographic service to professional staff. (This job is a specialization of LIBRARIAN and shares many of the same basic duties. Consult the description of LIBRARIAN in this publication.)

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EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. Additional training is on the job.

WORKER TRAITS

Aptitudes

Verbal aptitude required to confer with patrons and staff and to evaluate and review material.
Clerical perception needed in reporting and recordkeeping and in maintaining library materials.

Interests

An interest in dealing with people and the communication of ideas and working for the presumed good of people.
A preference for activities of an organized nature.

Temperaments

Adaptability to performing a variety of duties and to accepting responsibility for the direction, control, and planning of an activity.
Adaptability to dealing with people in actual job duties beyond giving and receiving instructions and to making of decisions and judgmental evaluations.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

LIAISON LIBRARIAN

(library) 100.168-023

school–library coordinator

OCCUPATIONAL DESCRIPTION

Establishes lines of communication and works to bring about a closer working relationship between the school and the public library: Holds

conferences with private and public secondary and/or elementary school administrators to explore approaches to library-school cooperation. Informs teachers and school librarians of services available through public libraries, by advising them of library programs, special events, and exhibits and providing them wth booklists, programs, and other publications of the library. Interprets library policy to schools, teachers, and librarians. Contacts teachers and explores alternate approaches when school assignments require material not available or limited in quantity at public library. Advises branches and central library agencies of school activities that have implications for the public library. Receives and considers reports from school librarians on activities or assignments that may impose heavy demands on a particular branch or branches and attempts to locate and forward extra materials to supplement collections.

Serves as the public library representative on all cooperative projects with the schools. Coordinates education legislation in public libraries; reviews and evaluates those aspects of funded project proposals which relate to public libraries and assists public libraries and public school districts in developing administrative procedures for implementing cooperative projects. Attends meetings of school librarians and may assist in evaluation of school library service. Confers with public library coordinators, branch librarians, school librarians, and teachers to find most effective methods for serving student population. Assists in orientation of students by speaking to student groups on use of public library facilities and materials. Reads books, articles, and journals to maintain knowledge of new methods and developments in education. Directs special projects and experiments in new techniques for improving library service to students. May select and purchase books to supplement those most used as a result of school requests. May review books for library or school publication and prepare juvenile and early buying lists.

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. Minimum of 3 to 5 years' professional library experience, including administrative experience, and a working knowledge of library and school relationships. May in some instances require experience as a school librarian for approximately 1 year.

WORKER TRAITS

Aptitudes

Verbal aptitude needed for all public relations and communications aspects of the job.

Clerical perception needed to deal with extensive paperwork and printed material.

Interests

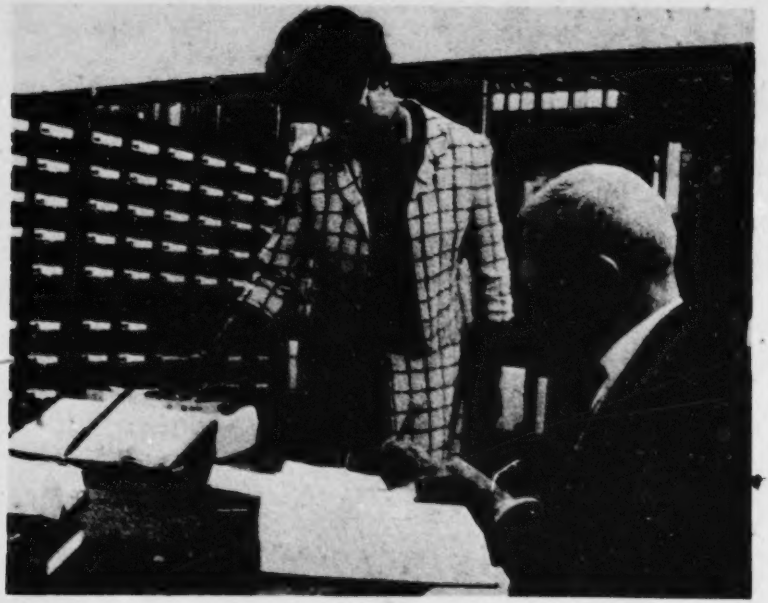
A preference for activities involving business contact with people and concerned with people and the communication of ideas.
A preference for working for the presumed good of people.

Temperaments

Adaptability to performing a variety of duties and to making decisions and judgmental evaluations.

Physical Demands and Environmental Conditions

The work is light, is performed indoors and outdoors, and involves local travel. Reaching and handling, talking and hearing, and seeing are necessary.



PATRON RECEIVING RESEARCH ASSISTANCE FROM LIBRARIAN

LIBRARIAN

(library) 100.168-026

OCCUPATIONAL DESCRIPTION

Selects and maintains library collection of books, periodicals, documents, films, recordings, and other materials and assists groups and individuals to locate and obtain materials: Furnishes information on library activities, facilities, rules, and services. Explains use of reference sources, such as bibliographic indexes and reading guides. Describes or demonstrates procedures for searching catalog files and shelf collections to obtain materials. Searches catalog files and shelves to locate information. Assembles and arranges displays of books and other library materials. Performs duties to maintain and improve reference and circulation materials, such as selecting, assembling, and indexing pictures and newspaper clippings. Provides readers' advisory service to suggest materials to patrons seeking aid in selection of reading material.

May answer reference questions by telephone. May compile lists of book titles, bibliographies, or reading lists according to subject matter or designated interests, in response to patron requests or for publication. May write book reviews and publicity releases for newspapers, library newsletters, and other publications. May supervise clerical and semiprofessional employees in performance of assigned tasks. May select, order, catalog, and classify materials. May supervise preparation of input for automated systems. May assemble and arrange displays of library materials for exhibits and special library programs. May plan, and direct or carry out, special projects involving library promotion and outreach activity. When engaged in locating information on specific subjects, may be known as Reference Librarian or, when in charge of circulating materials, may be designated Circulation Librarian.

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. Additional training is on the job for 6 months to 2 years, depending on nature of assignment.

WORKER TRAITS

Aptitudes

Verbal aptitude needed to talk with and assist patrons and to confer with other staff members; also needed to direct

the work of employees and to select and maintain books and other printed materials.

Interests

A preference for activities of an organized nature, dealing with people and the communication of ideas.

Temperaments

Adaptability to performing a variety of duties, to dealing with people in actual job duties beyond giving and receiving instructions, and to making decisions and judgmental evaluations.

Physical Demands and Environmental Conditions

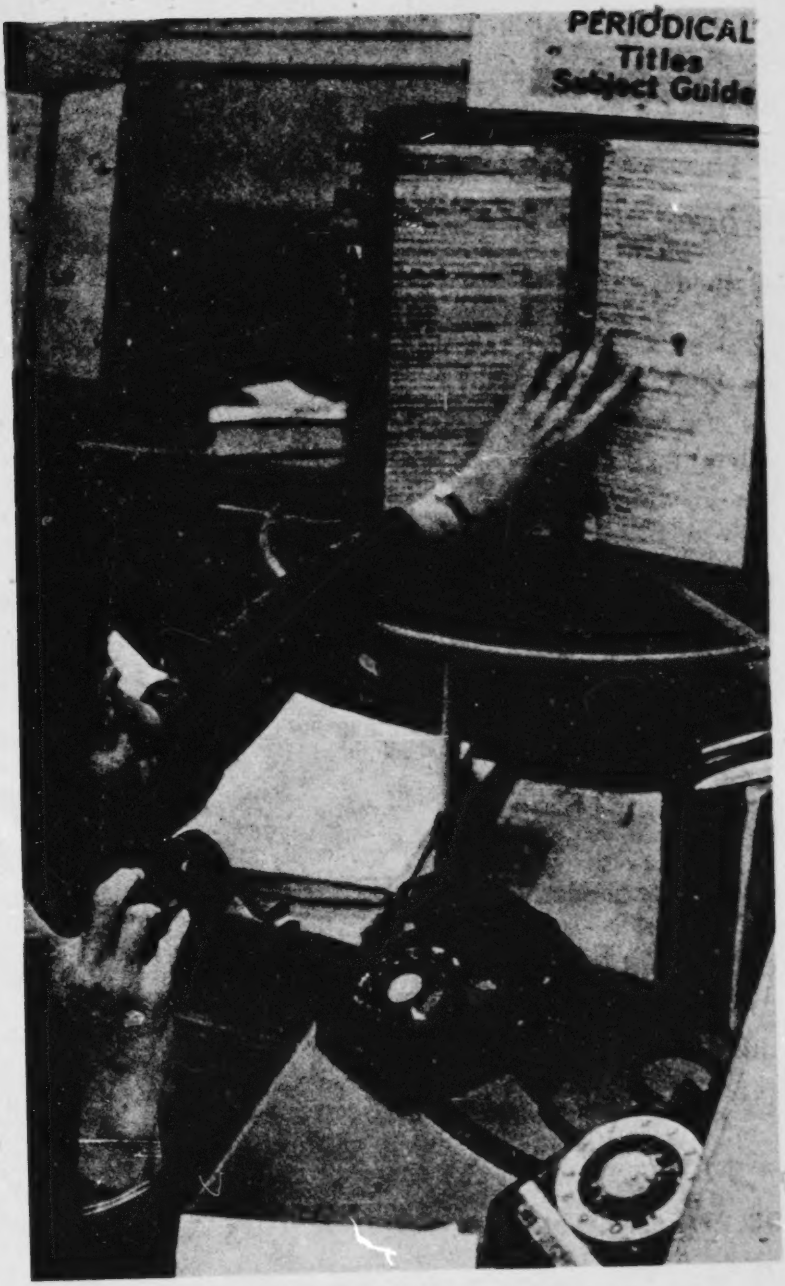
The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

LIBRARIAN, SPECIAL COLLECTIONS

(library) 100.168-034

OCCUPATIONAL DESCRIPTION

Collects books, pamphlets, and newspapers, usually of a rare or specialized nature, to provide source material for research: Organizes collections according to field of interest. Examines reference works and consults specialist preparatory to selecting materials for collections. Compiles bibliographies on request or for publication. Appraises subject materials, using such references as bibliographies, book auction records, and special catalogs. May prepare papers for publication, on such subjects as history of printing, bindings, and illuminations. May plan and arrange library displays and exhibits. May index and reproduce materials for sale to other libraries. May maintain records of resources of other library special collections and refer patrons when desired sources or materials are not available. May specialize in rare books and be known as Rare Book Librarian.



SPECIAL LIBRARY REFERENCE AID BY TELEPHONE

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. There may be on-the-job training for up to 5 years, depending on the complexity of field and size of collection. Usually requires experience in a similar capacity. May require languages in addition to English and/or advanced subject degrees.

WORKER TRAITS

Aptitudes

Verbal aptitude and clerical perception needed to provide service to patrons and to select, maintain, and organize materials.

Interests

A preference for activities involving business contact with people and activities dealing with things and objects.
A preference for activities of an organized nature.

Temperaments

Adaptability to accepting responsibility for the direction, control, and planning of an entire activity and to dealing with people in actual job duties, beyond giving and receiving instructions.
Adaptability to making decisions and judgmental evaluations.

Physical Demands and Environmental Conditions

The work is sedentary, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

LIBRARIAN, SPECIAL LIBRARY

(library) 100.168-030

special librarian

OCCUPATIONAL DESCRIPTION

Manages library or section containing specialized materials for industrial or commercial organizations, such as law firms, motion picture and tele-

vision studios, or aerospace corporations; government agencies; or institutions such as museums and art galleries: Arranges special collections of books, periodicals, technical reports, manufacturers' catalogs and specifications, film strips, motion pictures, microforms, and journal reprints. Performs literature searches and compiles bibliographies. Compiles accession lists and annotates or abstracts material. Assists clients, sometimes at considerable length, in research problems and may work with research teams on special projects. May translate or order translation of material from foreign languages into English. May prepare input for mechanized system and may participate in automation plans and projects. May be responsible for developing collections along specified lines. May be designated according to subject matter or specialty of library or department such as Art Librarian, Business Librarian, Engineering Librarian, Law Librarian, or Map Librarian.

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science usually required. May require languages in addition to English, extensive subject matter knowledge, or advanced subject matter degrees. May require experience in a special library or a particular industry special library. Training is on the job for inexperienced workers, ranging from 6 months to several years.

WORKER TRAITS

Aptitudes

Verbal aptitude and clerical perception necessary to provide assistance to clients, maintain library materials, and perform such tasks as arranging special collections, compiling bibliographies, and abstracting or translating material.

Interests

A preference for activities of a routine, concrete, organized nature.

A preference for dealing with people and the communication of ideas and for business contact with people.

Temperaments

Adaptability to performing a variety of duties and to accepting responsibility for the direction, control, and planning of activities.

INDUSTRIAL REFERENCE ASSISTANCE

Adaptability to dealing wth people beyond giving or receiving instructions and to making judgmental evaluations.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

LIBRARY ASSOCIATE DIRECTOR

(library) 100.118-018

assistant director, library; associate librarian; deputy librarian

OCCUPATIONAL DESCRIPTION

Directs daily operations and assists with formulation and administration of library policies and procedures: Provides direct supervision and guid-

ance to department heads and confers with them to coordinate services and functions of the library, such as circulation and extension activities, reference services, and technical processing. Meets with subordinate supervisory personnel to discuss objectives and resolve problems in library operations. In a public library system insures that branch libraries are operated according to established policies and work procedures. Confers with LIBRARY DIRECTOR to discuss methods for increasing the efficiency and effectiveness of library service. Recommends reclassification of jobs on the basis of specified criteria of job evaluation, such as complexity of duties and scope of responsibility, and may formulate personnel policy. Visits colleges, universities, and professional organizations to recruit library personnel. May forecast growth of community from analyses of statistical data and plan building programs and expansion of library services into new areas. Acts for LIBRARY DIRECTOR in his absence. (The division of duties between LIBRARY ASSOCIATE DIRECTOR and LIBRARY DIRECTOR is not at all uniform in practice. The LIBRARY ASSOCIATE DIRECTOR may perform certain of the duties listed under LIBRARY DIRECTOR; the reader should consult that description in this publication.)

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. Experience requirement is approximately 4 to 8 years, serving in various professional and administrative positions in a library system.

WORKER TRAITS

Aptitudes

Verbal aptitude required to supervise staff, confer with staff and the director, and do recruiting and other personnel and public relations work.
Numerical aptitude and clerical perception needed to direct daily business operations and to review the work of other employees.

Interests

A preference for activities involving business contact with people and concerned with people and the communication of ideas.
A preference for activities resulting in recognition or esteem.

Temperaments

Adaptability to performing a variety of duties and to dealing with people beyond giving and receiving instructions. Adaptability to making judgmental evaluations and decisions and to accepting responsibility for the direction, control, and planning of an entire activity.

Physical Demands and Environmental Conditions

The work is sedentary, is performed indoors, and requires talking and hearing.

LIBRARY CLERK

(library) 249.368-050

OCCUPATIONAL DESCRIPTION

Performs a variety of duties in a library: Examines shelves to determine that books and other library materials are correctly located according to identifying markings. Sorts books and publications according to classification code and returns them to shelves, files, or storage area. Types information on catalog and shelf list cards and files cards. Types orders, files order record material, and retrieves order records for received materials. Verifies correctness of bibliographic information on order requests. Maintains serial and periodical check-in files. Locates books and publications for patrons and searches for requested materials not readily accounted for. Charges books to patrons, recording identifying data and due date by hand or using photographic equipment. Receives returned books from patrons, inspecting books for damage, verifying due date, and computing and receiving overdue fines. Prepares bills for lost or overdue materials. Issues identification cards to borrowers according to established procedure. Repairs books and other materials, using mending tape, paste, and brush. Depending on type and size of library, may perform receptionist or stenographic duties.

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation. On-the-job training is customary.

WORKER TRAITS

Aptitudes

Verbal aptitude required to assist patrons.
Numerical aptitude needed to make arithmetic computations.
Clerical perception required to perform a great variety of filing, typing, copying, examining, and sorting activities.

Interests

A preference for activities dealing with things and objects and involving business contact with people.
A preference for activities of a routine, concrete, organized nature.

Temperaments

Adaptability to working under specific instructions and according to set procedures and sequences.
Adaptability to dealing with people in actual job duties beyond receiving instructions.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

LIBRARY CONSULTANT

(library) 100.118-020

field librarian; state field consultant

OCCUPATIONAL DESCRIPTION

Advises library administrators, members of boards of trustees, and other officials and civic groups on matters designed to improve administration, organization, and service of libraries: Discusses personnel staffing patterns, building plans, and book collections and cooperative activities with administrators who request consultation service. Analyzes admin-

istrative policies, observes work procedures, and reviews data relative to book collections to determine effectiveness of library service to public. Compares allotments designated for building funds, salaries, and book collections with statewide and national standards, to determine effectiveness of operations. Gathers statistical data, such as population and community growth rates, and analyzes building plans to determine adequacy of programs for expansion. Prepares evaluation of library systems, based on observations and surveys, and recommends measures to improve organization and administration of systems according to State program for libraries and professional experience. Presents surveys of salary standards, budget analyses, and tentative building programs to administrators as suggested means of improving administration of library systems.

Develops plans with civic groups, boards of trustees, and library administrators who wish to form cooperative library systems. Informs citizen groups of State legal requirements relative to the development of cooperative library systems. Explains eligibility requirements for programs offering State and Federal financial assistance to libraries and recommends measures to be taken to attain eligibility and apply for grants. Plans and organizes programs for the recruitment of professional personnel. Directs the establishment of work procedures in new or reorganized library systems. Recommends methods of enlarging book collection. Plans and organizes training programs for administrators to inform them of recent developments in public administration and library science. Addresses library meetings and civic organizations to explain programs offered by the State library. Provides specialized services and advice, such as library service to business and industry and to children.

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. Approximately 5 years' experience in professional library work, with at least 2 years in an administrative capacity. Willingness to travel extensively (up to three-quarters of work time) necessary.

WORKER TRAITS

Aptitudes

Verbal aptitude required to perform consulting, advising, and public relations duties.
Numerical aptitude and clerical perception required to gather, analyze, and prepare statistical data.

Interests

A preference for activities involving business contact with people and dealing with people and the communication of ideas.
A preference for activities resulting in recognition or esteem.

Temperaments

Adaptability to performing a variety of duties and to accepting responsibility for the direction, control, and planning of activities.
Adaptability to dealing with people beyond giving and receiving instructions and to making decisions and judgmental evaluations.

Physical Demands and Environmental Conditions

The work is sedentary and is performed primarily indoors, but considerable travel outdoors may be involved. Requires talking and hearing.

LIBRARY DIRECTOR

(library) 100.118-010

librarian, head; library administrator; library superintendent; manager, library

OCCUPATIONAL DESCRIPTION

Directs planning, policy, and public relations activities to administer a program of library services: Submits recommendations on library policies and services to governing body or high administrative level, such as board of trustees, board of directors, or college or university president or vice president. Analyzes, selects, and executes recommendations of subordinate personnel. Analyzes budget requirements and presents and justifies budget to funding authorities. Coordinates departmental budget estimates and controls expenditures to administer approved budget. Participates in building and program planning and makes forecasts of anticipated needs for programs and services. Coordinates design and

implementation of new service programs, such as service to the disadvantaged. Initiates plans for exhibits and program presentations, such as musical events, lectures, and film series. Develops plans for and provides leadership to citizens' supportive groups and volunteers' programs. Plans and conducts staff meetings and participates in professional committee meetings.

Interviews publishers' representatives and consults with staff regarding selection of materials. May review and evaluate orders for books, films, and phonograph records and examine trade publications and samples. May administer personnel regulations, interview and appoint job applicants, rate staff performance, and promote and discharge employees. May deliver book reviews and lectures to publicize library activities and services. May examine and select materials to be discarded, repaired, or replaced. May be designated according to governmental subdivision or institution served as City Library Director, County Library Director, College Librarian, or University Librarian. (The division of duties between LIBRARY DIRECTOR and LIBRARY ASSOCIATE DIRECTOR is not at all uniform in practice. The LIBRARY DIRECTOR may perform certain of the duties listed under LIBRARY ASSOCIATE DIRECTOR; the reader should consult that description.)

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. Training time is approximately 5 to 10 years, half of which should be in an administrative capacity in a library system.

WORKER TRAITS

Aptitudes

Verbal aptitude required to formulate policies and recommendations; analyze budget requirements; participate in program planning; and deal with subordinate library personnel, community representatives, government officials, and others.
Numerical aptitude and clerical perception required for budget analysis and expenditure control.

Interests

A preference for activities involving business contact with people and concerned with people and the communication of ideas.

A preference for activities resulting in esteem and recognition.

Temperaments

Adaptability to performing a variety of duties and to accepting responsibility for the direction, control, and planning of entire activities and the activities of others.
Adaptability to dealing with people beyond giving instructions and to making decisions and judgmental evaluations.

Physical Demands and Environmental Conditions

The work is sedentary, is performed indoors, and requires talking and hearing.

LIBRARY TECHNICAL ASSISTANT

(library) 109.368-012

library technician; library assistant

OCCUPATIONAL DESCRIPTION

The LIBRARY TECHNICAL ASSISTANT is a semiprofessional library worker who performs any of the following duties in a library: Provides information service, such as answering questions regarding card catalogs, and assists the public in the use of bibliographic tools, such as the Library of Congress catalog. Does simple descriptive cataloging, such as fiction and children's literature. Files cards in catalog drawers according to the system used. Answers inquiries of a nonprofessional nature on telephone and in person and refers persons requiring professional assistance to LIBRARIAN. Verifies bibliographic information on order requests. Supervises workers in a section of a department or division, such as ordering or receiving sections of an acquisitions department, card preparation activities in a catalog department, limited loan or reserve desk operations of a circulation department, or maintenance of stacks. Performs more difficult clerical tasks as assigned.

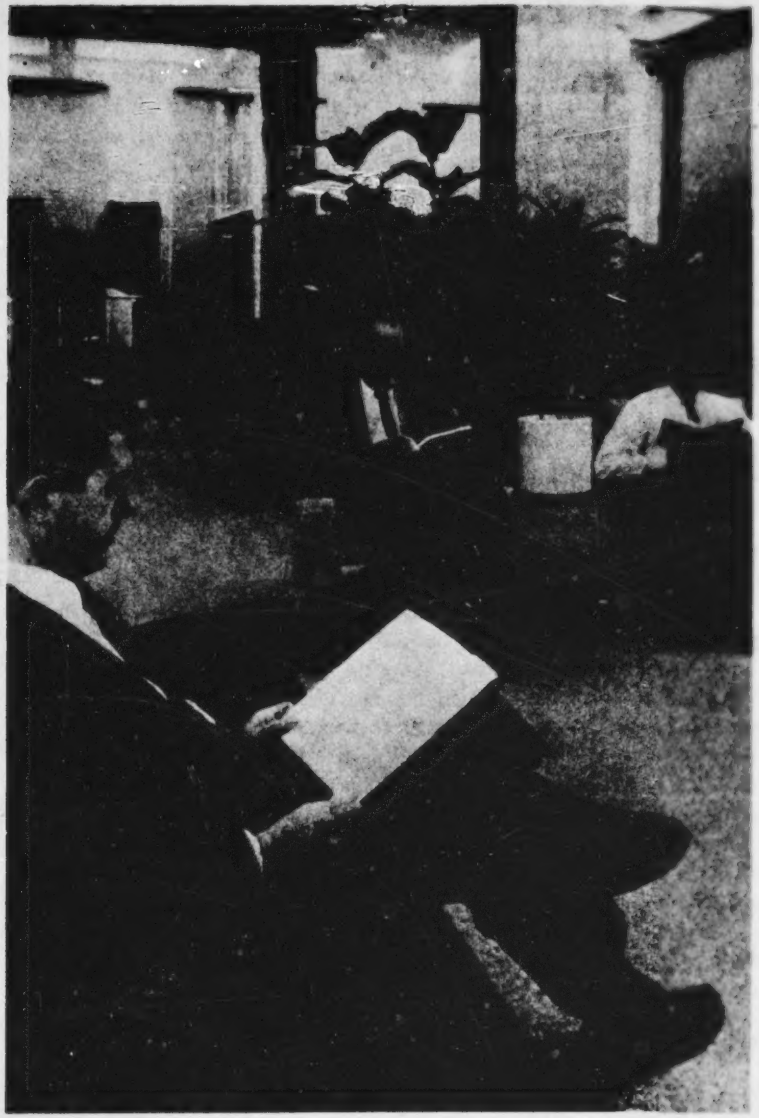
EDUCATION, TRAINING, AND EXPERIENCE

High school graduation. May require library clerical experience of 2 to 3 years or may require graduation from a junior college program for LIBRARY TECHNICAL ASSISTANT. On-the-job training is customary.

WORKER TRAITS

Aptitudes

Verbal aptitude required to assist the public, do cataloging,



A LARGE SPECIAL LIBRARY

and direct the work of other workers
Numerical aptitude and clerical perception required to do recordkeeping and perform many clerical tasks.

Interests

A preference for activities of a routine, concrete, organized nature, involving business contact with people.

Temperaments

Adaptability to variety and change and to dealing with people beyond giving and receiving instructions.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

MEDICAL LIBRARIAN

(library) 100.168-037

biomedical librarian

OCCUPATIONAL DESCRIPTION

The MEDICAL LIBRARIAN is a special librarian concerned with publications pertaining to medicine and its allied sciences and employed in the library of a hospital, dental or medical school, research institute, medical society, or government or health agency: Selects and arranges for the purchase of new books and journals, usually with the aid of a committee of users. Catalogs the books and journals after they are received and develops proficiency in the use of many indexes and bibliographies. Compiles and edits special bibliographies and gives bibliographic assistance in the preparation of articles and other writings. Performs extensive reference service to locate information for clients and to provide assistance in medical treatments from diagnostic and therapeutic viewpoints. Compiles and maintains directories and information on hospital and medical facilities, teaching institutions, and licensing and other requirements. Instructs patrons in the use of bibliographies, indexes, and

other keys to the contents of medical literature. May perform all duties in a small library, or in a large medical library may specialize in reference, cataloging, or other functions.

EDUCATION, TRAINING, AND EXPERIENCE

Requires master's degree in library science with special courses in medical librarianship. Undergraduate courses in natural sciences, knowledge of Latin, and knowledge of two or more modern languages are highly desirable. In some instances may require certification by the Medical Library Association. Additional training is on the job.

WORKER TRAITS

Aptitudes

Verbal aptitude necessary to assist patrons, prepare bibliographies, work with reference materials, and catalog materials.
Clerical perception required in compiling bibliographies and directories, cataloging materials, purchasing, and performing library technical routine.

Interests

A preference for activities involving business contact with people and involving activities of a scientific and technical nature.
A preference for activities of a concrete and organized nature.

Temperaments

Adaptability to variety and change and to decisionmaking. May involve accepting responsibility for the direction, control, and planning of activities.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

PAGE

(library) 109.687-010

library page; runner; shelver; shelving clerk; stack clerk; student assistant

OCCUPATIONAL DESCRIPTION

Locates books, periodicals, pictures, and other library materials for loan and replaces materials in shelving area (stacks) or files, according to identification number, letter of alphabet, or other system. Trucks or carries material between shelving area and issue desk. May cut premarked articles from periodicals. May monitor exit control points to determine that library materials have been properly charged. May apply property markings and previously determined identification numbers to library materials.

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation, GED, or some high school. Training is on the job, usually for 1 to 3 months.

WORKER TRAITS

Aptitudes

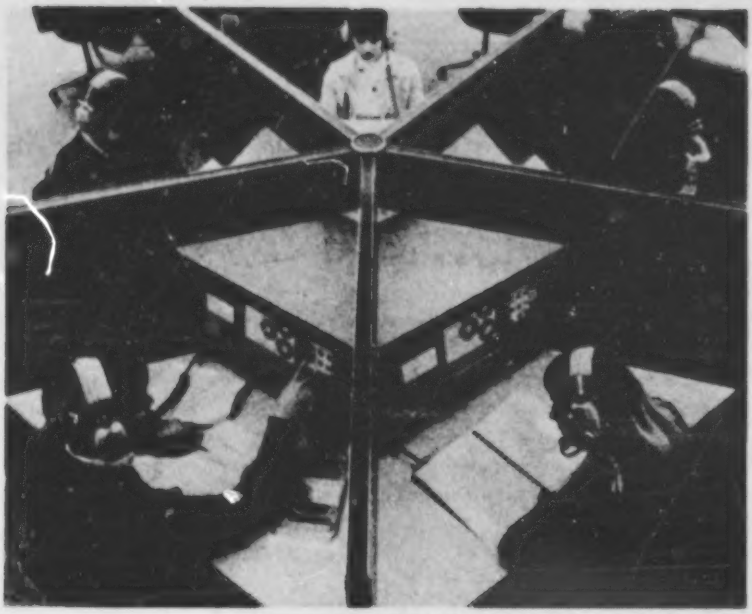
Verbal aptitude and clerical perception required to locate and replace materials and perform clerical tasks as directed.

Interests

A preference for activities involving things and objects and involving work of a routine, concrete, organized nature.

Temperaments

Adaptability to working according to set procedures and sequences and under specific instructions.



STUDENTS USING AUDIOVISUAL STUDY CARRELS IN A SCHOOL LIBRARY

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and involves reaching and handling and seeing.

SCHOOL LIBRARIAN

(library) 100.168-040

school library media specialist

OCCUPATIONAL DESCRIPTION

Provides library service, which includes book and audiovisual materials selection, circulation, promotional work, reference, and general administration: Serves as a resource specialist for teachers, counselors, and other faculty members. Guides students in their reading and in use of communications media. May give book talks to classes to stimulate read-

ing and use of library facilities. May supervise volunteer assistants and student workers in performing clerical activities. May meet with public library personnel (LIAISON LIBRARIAN, school–library coordinator, YOUNG ADULT LIBRARIAN) to coordinate school–library programs, availability of materials, and students' use of public library facilities. (This job is a specialization of LIBRARIAN and shares many of the same basic duties. Consult the description of LIBRARIAN in this publication.)

EDUCATION, TRAINING, AND EXPERIENCE

Bachelor's degree, teaching credential, and specified number of hours of library science courses usually required. Master's degree in library science may be necessary for some positions.

WORKER TRAITS

Aptitudes

Verbal aptitude necessary to assist students, confer with teachers, give book talks, direct workers, order materials, plan programs, and conduct other library activities.
Clerical perception required to order materials, maintain records, and perform daily library routine tasks.

Interests

A preference for activities involving contact with people and the communication of ideas and involving work of a concrete and organized nature.
A preference for working for the presumed good of people.

Temperaments

Adaptability to performing a variety of duties and to making judgments and decisions.
Adaptability to accepting responsibility for the direction, control, and planning of an entire activity and to dealing with people in actual job duties.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

SHELVING SUPERVISOR

(library) 100.138-010

stack supervisor

OCCUPATIONAL DESCRIPTION

Supervises and coordinates the activities of library workers engaged in replacing books and other library materials on shelves and in files according to library classification system: Assigns duties to workers. Trains workers in performance of shelving tasks. May examine materials on shelves to verify accuracy of placement. May count number of materials placed on shelves to record shelving activity. May mark designated classification numbers, subject matter, or title, to arrange materials for shelving. (The duties of this job are frequently performed by LIBRARY TECHNICAL ASSISTANTS. Consult the description of this classification in this publication.)

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation. Training is on the job, lasting from 6 months to 1 year.

WORKER TRAITS

Aptitudes

Verbal aptitude necessary to train and supervise staff, examine materials, and record information.
Clerical perception needed to perform examining, checking, and recording activities.

Interests

A preference for activities involving business contact with people and the communication of ideas.
A preference for activities of a routine and organized nature.

Temperaments

Adaptability to accepting responsibility for the direction, control, and planning of an activity and to working according to set standards in order to maintain materials.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

SUBJECT BIBLIOGRAPHER

(library) 100.288-018

OCCUPATIONAL DESCRIPTION

Selects publications in a specific subject area from various bibliographic media for addition to the library collection: Consults and cooperates with faculty or department head to determine present and future needs within the subject area. Examines incoming library materials received through blanket order, regular purchase, gift, or exchange and selects materials for retention. Decides cataloging and processing priorities on materials received. Reviews sample issues of periodicals and incomplete back files of periodicals and makes decision regarding retention or discard. Reviews information on lost books and replacement items and makes decision as to replacement. Recommends disposition of materials to head of department. Conducts surveys of existing collections, which may entail preparation of bibliographies. May supervise clerical and semiprofessional personnel. This worker is most often employed in an academic environment.

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. A graduate degree in area of concentration is usually required. Several years of library experience is helpful, particularly in the procurement of library materials. Experience in bibliographic research projects is also helpful.

WORKER TRAITS

Aptitudes

Verbal aptitude required to select and maintain materials and to consult with staff.

Clerical perception needed to survey, review, examine, and select materials.

Interests

A preference for activities involving business contact with people and dealing with people and the communication of ideas.
A preference for activities of a routine and organized nature.

Temperaments

Adaptability to performing a variety of duties and to making decisions and judgmental evaluations.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

YOUNG ADULT ACTIVITY DURING BLACK HISTORY WEEK
AT A BRANCH LIBRARY

YOUNG ADULT LIBRARIAN

(library) 100.168-042

OCCUPATIONAL DESCRIPTION

Directs young adult program in library to provide special activities for high school-aged readers: Organizes young adult activities, such as book discussion groups, musical happenings, rap sessions, creative writing groups, and creative media exhibits. Contacts speakers on topics of interest to youth, writes and distributes publicity, and meets with young adult group representatives to prepare group programs. Surveys school library resources and community youth interests to aid in program planning and selection of materials. Reviews and evaluates books, films, and other materials to participate in the selection of materials. Acts in the capacity of readers' adviser to introduce young people to primarily recreational reading of adult materials. Acts in an advisory capacity in the selection of audiovisual materials and works closely with the AUDIOVISUAL LIBRARIAN in program planning. Addresses groups such as parent-teacher associations and civic organizations to inform community of youth activities and needs. Conducts library tours for school classes to acquaint students with library facilities and services. Compiles lists of young adult materials for individuals, classes, and branch libraries. Maintains a section of books, records, and other materials popular with young adults and locates and issues such materials to patrons. May also be responsible for activities of junior high school-aged readers as part of young adult program in some libraries. (This job is a specialization of LIBRARIAN and shares many of the same basic duties. Consult the description of LIBRARIAN in this publication.)

EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in library science. Additional training is on the job.

WORKER TRAITS

Aptitudes

Verbal aptitude required for extensive verbal communication and in the selection and maintenance of materials. Clerical perception necessary to maintain materials and compile information.

Interests

A preference for activities involving business contact with people and activities of an organized nature.
A preference for activities dealing with people and the communication of ideas and working for the presumed good of people.

Temperaments

Adaptability to performing a variety of duties and to making decisions and judgmental evaluations.
Adaptability to accepting responsibility for the direction, control, and planning of an entire activity and the activities of others.

Physical Demands and Environmental Conditions

The work is light, is performed indoors, and requires reaching and handling, talking and hearing, and seeing.

DEFINITIONS OF WORKER TRAITS

(Developed by the U.S. Employment Service)

APTITUDES

Specific capacities or abilities required of an individual in order to facilitate the learning of some task or job duty.

G **INTELLIGENCE:** General learning ability. The ability to "catch on" or understand instructions and underlying principles; the ability to reason and make judgments. Closely related to doing well in school.

V **VERBAL:** Ability to understand meaning of words and to use them effectively. The ability to comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs.

N **NUMERICAL:** Ability to perform arithmetic operations quickly and accurately.

S **SPACIAL:** Ability to think visually of geometric forms to comprehend the two-dimensional representation of three-dimensional objects. The ability to recognize the relationships resulting from the movement of objects in space.

P **FORM PERCEPTION:** Ability to perceive pertinent detail in objects or in pictorial or graphic material. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.

Q **CLERICAL PERCEPTION:** Ability to perceive pertinent detail in verbal or tabular material. Ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation. A measure of speed of percep-

tion which is required in many industrial jobs even when the job does not have verbal or numerical content.

K MOTOR COORDINATION: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and swiftly.

F FINGER DEXTERITY: Ability to move fingers and manipulate small objects with fingers rapidly or accurately.

M MANUAL DEXTERITY: Ability to move hands easily and skillfully. To work with hands in placing and turning motions.

E EYE-HAND-FOOT COORDINATION: Ability to move the hand and foot coordinately with each other in accordance with visual stimuli. (Not measured by General Aptitude Test Battery.)

C COLOR DISCRIMINATION: Ability to match or discriminate between colors in terms of hue, saturation, and brilliance. To identify a particular color or color combination from memory and be able to perceive harmonious or contrasting color combinations. (Not measured by General Aptitude Test Battery.)

INTERESTS

Preference for certain types of work activities or experiences, with accompanying rejection of contrary types of activities or experiences. Five pairs of interest factors are provided so that a positive preference for one factor of a pair also implies rejection of the other factor of that pair.

1a. A preference for activities dealing with things and objects	**vs.**	**1b.** A preference for activities concerned with the communication of data.
2a. A preference for activities involving business contact with people.	**vs.**	**2b.** A preference for activities of a scientific and technical nature.
3a. A preference for activities of a routine, concrete, organized nature.	**vs.**	**3b.** A preference for activities of an abstract and creative nature.
4a. A preference for working for the presumed good of people.	**vs.**	**4b.** A preference for activities that are carried on in relation to processes, machines, and techniques.

5a. A preference for activities resulting in prestige or the esteem of others. vs. 5b. A preference for activities resulting in tangible, productive satisfaction.

TEMPERAMENTS

Adaptability requirements made on the worker by specific job-worker situations. This component consists of the following 10 factors:

D—DCP Adaptability to accepting responsibility for the direction, control, or planning of an activity.

F—FIF Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.

I—INFLU Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.

J—SJC Adaptability to making generalizations, evaluations, or decisions, based on sensory or judgmental criteria.

M—MVC Adaptability to making generalizations, evaluations, or decisions, based on measurable or verifiable criteria.

P—DEPL Adaptability to dealing with people beyond giving and receiving instructions.

R—REPCON Adaptability to performing repetitive work, or to performing continuously the same work, according to set procedures, sequence, or pace.

S—PUS Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations in which working speed and sustained attention are make or break aspects of the job.

T—STS Adaptability to situations requiring precise attainment of set limits, tolerances, or standards.

V—VARCH Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

PHYSICAL DEMANDS

Physical demands are defined as the physical capacities required of workers in order for them to perform in job-worker situations and include:

1. Strength

This factor is expressed in terms of sedentary, light, medium, heavy, and very heavy work and is measured by involvement of the worker with one or more of the following activities:

a. Standing, Walking, Sitting

Standing: Remaining on one's feet in an upright position at work station without moving about.

Walking: Moving about on foot.

Sitting: Remaining in the normal seated position.

b. Lifting, Carrying, Pushing, Pulling

Lifting: Raising or lowering an object from one level to another (includes upward pulling).

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking, and treadle actions).

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

The five degrees of this factor (lifting, carrying, pushing, pulling) are:

Sedentary Work: Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

Light Work: Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Medium Work: Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Heavy Work: Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Very Heavy Work: Lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more.

2. Climbing and/or Balancing

a. **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms.

b. **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

3. Stooping, Kneeling, Crouching, and/or Crawling

a. **Stooping:** Bending the body downward and forward by bending the spine at the waist.

b. **Kneeling:** Bending the legs at the knees to come to rest on the knee or knees.

c. **Crouching:** Bending the body downward and forward by bending the legs and spine.

d. **Crawling:** Moving about on the hands and knees or hands and feet.

4. Reaching, Handling, Fingering, and/or Feeling

a. **Reaching:** Extending the hands and arms in any direction.

b. **Handling:** Seizing, holding, grabbing, turning, or otherwise working with the hand or hands (fingering not involved).

c. **Fingering:** Picking, pinching, or otherwise working with the fingers primarily (rather than with the whole hand or arm, as in handling).

d. **Feeling:** Perceiving such attributes of objects and materials as size, shape, temperature, or texture by means of receptors in the skin, particularly those of the fingertips.

5. Talking and/or Hearing

a. **Talking:** Expressing or exchanging ideas by means of the spoken word.

b. **Hearing:** Perceiving the nature of sounds by the ear.

6. Seeing

Obtaining impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. The major visual functions are defined as follows:

a. **Acuity, Far:** Clarity of vision at 20 feet or more.

Acuity, Near: Clarity of vision at 20 inches or less.

b. **Depth Perception:** Three-dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.

c. **Field of Vision:** The area that can be seen up and down or to the right or left while the eyes are fixed on a given point.

d. **Accommodation:** Adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye.

e. **Color Vision:** The ability to identify and distinguish colors.

ENVIRONMENTAL CONDITIONS

Environmental conditions are those physical surroundings of job-worker situations which make specific demands upon a worker's physical capacities.

1. Work Location (Inside, Outside, or Both)

a. **Inside:** Protection from weather conditions but not necessarily from temperature changes.

b. **Outside:** No effective protection from weather.

c. **Both:** Inside and outside.

A job is considered "inside" if the worker spends approximately 75 percent or more of his time inside and "outside" if he spends approximately 75 percent or more of his time outside. A job is

considered "both" if the activities occur inside and outside in approximately equal amounts.

2. Extreme Cold With or Without Temperature Changes

a. **Extreme Cold:** Temperature sufficiently low to cause marked bodily discomfort unless the worker is provided with exceptional protection.

b. **Temperature Changes:** Variations in temperature which are sufficiently marked and abrupt to cause noticeable bodily reactions.

3. Extreme Heat With or Without Temperature Changes

a. **Extreme Heat:** Temperature sufficiently high to cause marked bodily discomfort unless the worker is provided with exceptional protection.

b. **Temperature Changes:** Same as 2b.

4. Wet and/or Humid

a. **Wet:** Contact with water or other liquids.

b. **Humid:** Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.

5. Noise and/or Vibration

Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing and/or sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.

6. Hazards

Conditions or situations in which there is danger to life or health or risk of bodily injury. This category includes a variety of physical hazards, such as proximity to moving mechanical parts, electrical shock, working on scaffolding and high places, exposure to burns and radiant energy, exposure to all types of explosives, and exposure to toxic chemical and biological agents.

7. Atmospheric Conditions

These conditions affect the respiratory system or the skin. The conditions are described as:

a. **Fumes:** Solid particles generated by condensation from the gaseous state, generally after volatilization from molten metals, and often accompanied by a chemical reaction such as oxidation. For example, cadmium, lead, magnesium, manganese, and zinc fumes are toxic and may cause metal fume fever.

b. **Odors:** Noxious nontoxic smells.

c. **Dusts:** Solid particles generated by handling, crushing, grinding, rapid impact, detonation, and decrepitation of organic and inorganic materials such as rock, ore, metal, coal, wood, and grain. Toxic dusts include those which may produce pneumoconiosis, systemic poisoning, dermatoses of primary irritant or allergic nature, and cancer. For example, some ore bodies containing various forms of quartz can be causes of silicosis.

d. **Mists:** Suspended liquid droplets generated by condensation from the gaseous to the liquid state or by breaking up a liquid into a dispersed state, such as splashing, foaming, and atomizing. Includes chromic acid mists from electroplating, acid and alkali mists from pickling or electroplating cleaning operations, and oil mists generated from machine tool lubricants and coolants.

e. **Gases:** Normally formless fluids which occupy the space of enclosure and which can be changed to the liquid or solid state only by the combined effect of increased pressure and decreased temperature. Carbon monoxide, hydrogen cyanide, oxides of nitrogen, and ozone are among the gases of significance as industrial hazards.

f. **Poor Ventilation:** Insufficient or excessive movement of air causing a feeling of suffocation or exposure to drafts.

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APPENDIX

SELECTED LIST OF LIBRARY ASSOCIATIONS AND ORGANIZATIONS

AMERICAN ASSOCIATION OF LAW LIBRARIES
53 West Jackson Boulevard
Chicago, Ill. 60604

AMERICAN LIBRARY ASSOCIATION
50 East Huron Street
Chicago, Ill. 60611

DIVISIONS—TYPE OF LIBRARY:
American Association of School Libraries
Association of State Library Agencies
Association of College and Research Libraries
Association of Hospital and Institution Libraries
Public Library Association

DIVISIONS—TYPE OF ACTIVITY:
Adult Services Division
American Library Trustee Association
Children's Services Division
Information Science and Automation Division
Library Administration Division
Library Education Division
Reference Services Division
Resources and Technical Services Division
Young Adult Services Division

AMERICAN MERCHANT MARINE LIBRARY ASSOCIATION
45 Broadway
New York, N.Y. 10006

AMERICAN SOCIETY FOR INFORMATION SCIENCE
2011 Eye Street, NW.
Washington, D.C. 20006

AMERICAN THEOLOGICAL LIBRARY ASSOCIATION
c/o Association President Harold B. Prince
Columbia Theological Seminary
Decatur, Ga. 30030

ASSOCIATION OF AMERICAN LIBRARY SCHOOLS
c/o Thomas P. Slavens
School of Library Science
University of Michigan
Ann Arbor, Mich. 48104

ASSOCIATION OF COOPERATIVE LIBRARY ORGANIZATIONS
c/o Association Chairman, Mrs. Evalene B. Neff
Rochester Reg. Research Library Council
Room 525, Hall of Justice
Rochester, N.Y. 14614

ASSOCIATION OF JEWISH LIBRARIES
253 South 27th Street
Camden, N.J. 08105

ASSOCIATION OF RESEARCH LIBRARIES
1755 Massachusetts Avenue, NW.
Washington, D.C. 20036

BIBLIOGRAPHICA SOCIETY OF AMERICA
P.O. Box 397
Grand Central Station
New York, N.Y. 10017

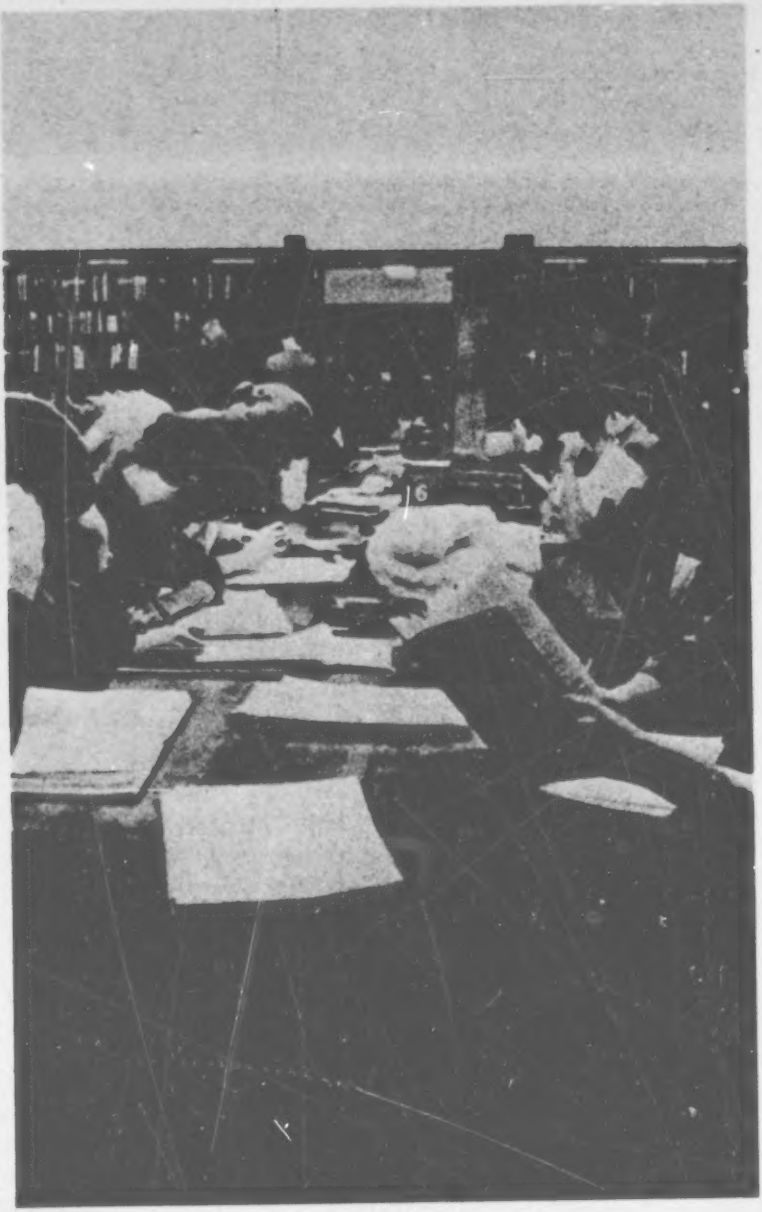
CANADIAN LIBRARY ASSOCIATION
ASSOCIATION CANADIENNE des BIBLIOTHEQUE
151 Sparks Street
Ottawa 4, Ontario

CATHOLIC LIBRARY ASSOCIATION
461 West Lancaster Avenue
Haverford, Pa. 19041

CHURCH AND SYNAGOGUE LIBRARY ASSOCIATION
P.O. Box 530
Bryn Mawr, Pa. 19010

EDUCATIONAL FILM LIBRARY ASSOCIATION
17 West 60th Street
New York, N.Y. 10023

FILM LIBRARY INFORMATION COUNCIL
17 West 60th Street
New York, N.Y. 10023



TERM PAPER TIME AT A LARGE PUBLIC LIBRARY

LIBRARY PUBLIC RELATIONS COUNCIL
c/o Council President Alice Norton
Library Public Relations
392 Central Park West
New York, N.Y. 10025

MEDICAL LIBRARY ASSOCIATION
919 North Michigan Avenue
Chicago, Ill. 60611

MUSIC LIBRARY ASSOCIATION
c/o Association President Walter Gerboth
Music Library
Brooklyn College
Brooklyn, N.Y. 11210

SPECIAL LIBRARIES ASSOCIATION
235 Park Avenue South
New York, N.Y. 10003

THEATRE LIBRARY ASSOCIATION
c/o Association President Louis A. Rachow
Librarian
Walter Hampden Memorial Library
The Players
16 Gramercy Park
New York, N.Y. 10003

GRADUATE LIBRARY SCHOOL PROGRAMS (Accredited by the American Library Association as of February 1973)

CALIFORNIA:

University of California, Berkeley, School of Librarianship
University of California, Los Angeles, Graduate School of Library Service
California State University, San Jose, Department of Librarianship
University of Southern California, School of Library Science

COLORADO:

University of Denver, Graduate School of Librarianship

CONNECTICUT:

Southern Connecticut State College, Division of Library Science

DISTRICT OF COLUMBIA:

Catholic University of America, Department of Library Science

FLORIDA:

Florida State University, School of Library Science

GEORGIA:

Atlanta University, School of Library Service
Emory University, Division of Librarianship

HAWAII:

University of Hawaii, Graduate School of Library Studies

ILLINOIS:

University of Chicago, Graduate Library School
University of Illinois, Graduate School of Library Science
Northern Illinois University, Department of Library Science
Rosary College, Graduate School of Library Science

INDIANA:

Indiana University, Graduate Library School

IOWA:

University of Iowa, School of Library Science

KANSAS:

Kansas State Teachers College, Department of Librarianship

KENTUCKY:

University of Kentucky, College of Library Science

LOUISIANA:

Louisiana State University, School of Library Science

MARYLAND:

University of Maryland, School of Library and Information Services

MASSACHUSETTS:

Simmons College, School of Library Science

MICHIGAN:

University of Michigan, School of Library Science
Wayne State University, Department of Library Science
Western Michigan University, School of Librarianship

MINNESOTA:

University of Minnesota, Library School

MISSOURI:

University of Missouri, Columbia, School of Library and Information Science

NEW JERSEY:

Rutgers University, Graduate School of Library Service

NEW YORK:

Columbia University, School of Library Service
Long Island University, C.W. Post Center, Palmer Graduate Library School
Pratt Institute, Graduate School of Library and Information Science
Queens College, City University of New York, Department of Library Science
State University of New York, Albany, School of Library and Information Science
State University of New York, Buffalo, School of Information and Library Studies
State University of New York, College of Arts and Science, Geneseo, School of Library and Information Science
Syracuse University, School of Library Science

NORTH CAROLINA:

University of North Carolina, School of Library Science

OHIO:

Case Western Reserve University, School of Library Science
Kent State University, School of Library Science

OKLAHOMA:

University of Oklahoma, School of Library Science

OREGON:

University of Oregon, School of Librarianship

PENNSYLVANIA:

Drexel University, Graduate School of Library Science
University of Pittsburgh, Graduate School of Library and Information Sciences

RHODE ISLAND:

University of Rhode Island, Graduate Library School

TENNESSEE:

George Peabody College for Teachers, School of Library Science

TEXAS:

North Texas State University, School of Library and Information Sciences
University of Texas, Austin, Graduate School of Library Science
Texas Woman's University, School of Library Science

UTAH:

Brigham Young University, Graduate Department of Library and Information Sciences

WASHINGTON:

University of Washington, School of Librarianship

WISCONSIN:

University of Wisconsin, Madison, Library School

CANADA:

University of Alberta, School of Library Science
University of British Columbia, School of Librarianship
Dalhousie University, School of Library Service
McGill University, Graduate School of Library Science
Université de Montréal, Ecole de bibliothéconomie
University of Toronto, Faculty of Library Science
University of Western Ontario, School of Library and Information Science

The following library schools offer programs leading to the doctoral degree:

Case Western Reserve University
University of California, Berkeley
University of Chicago
Columbia University
Florida State University
University of Illinois
Indiana University
University of Maryland
University of Michigan
University of Minnesota
North Texas State University
University of Pittsburgh
Rutgers University
University of Southern California
Syracuse University
University of Texas, Austin
Texas Woman's University
University of Wisconsin

CANADA: University of Toronto

SELECTED LIST OF LIBRARY PERIODICALS

American Libraries. Chicago: American Library Association. Monthly, September through June; bimonthly, July and August.

California Librarian. Sacramento: California Library Association. Quarterly.

Catholic Library World. Villanova, Pa.: Villanova University. Monthly, September through May.

College and Research Libraries. Chicago: American Library Association. Bimonthly.

Film Library Quarterly. New York: Film Library Information Council. Quarterly.

Horn Book. Boston: Horn Book, Inc. Six times a year.

Journal of American Society for Information Science. Washington: Interscience Publishers, Inc. Bimonthly.

Journal of Education for Librarianship. State College, Pa.: Association of American Library Schools. Quarterly.

Law Library Journal. New York: American Association of Law Libraries, c/o New York Law Institute. Quarterly.

Library Journal. New York: R.R. Bowker Co. Semimonthly, September through June; monthly, July and August.

Library Quarterly. Chicago: University of Chicago Press. Quarterly.

Library Trends. Urbana, Ill.: University of Illinois Library School. Quarterly.

Medical Library Association Bulletin. Baltimore: Medical Library Association. Quarterly.

Notes. Washington: Music Library Association, c/o Music Division, Library of Congress. Quarterly.

School Libraries. Chicago: American Library Association. Quarterly.

School Library Journal, New York: R.R. Bowker Co. Monthly, September through May.

Special Libraries. New York: Special Libraries Association. Monthly, September through April; bimonthly, May through August.

Top of the News. Chicago: American Library Association. Quarterly.

Wilson Library Bulletin. New York: H.W. Wilson Co. Monthly, September through June.

ALPHABETICAL INDEX OF TITLES

The titles listed are presented in three forms:

All capital letters—main titles identifying the job.
All lower case letters—alternate titles, by which the job is also known.
Initial capital letters—related titles. These titles are self-descriptive variations of the jobs with which they are associated.

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